



DEFENSE LOGISTICS AGENCY  
DEFENSE LOGISTICS SUPPORT COMMAND  
8725 JOHN J. KINGMAN ROAD, SUITE 2533  
FT. BELVOIR, VIRGINIA 22060-6221

IN REPLY  
REFER TO

DLSC-CS

26 APR 2000

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Administrative Instructions for Marine Corps/DLA Day

Marine Corps/DLA Day will start at 0800 on 4 May 2000 in the Command Conference Room (CCR) of the Headquarters Complex (HQC), Fort Belvoir, Virginia. The CCR is located on the 2<sup>nd</sup> floor in the center atrium (Room 2419).

Registration will be from 0700-0745 at the front desk, first floor, center atrium. There is a \$3.00 conference fee. A luncheon buffet is planned for conference attendees. The cost is \$10.00. Both conference fee and cost for the luncheon buffet (cash only) will be collected at registration.

Reserved parking for General Officers and Senior Executive Service attendees will be provided in the parking lot left of the flagpole in row 5B. When entering the HQC via Gate 1, conference attendees should inform the guard that they are attending the Marine Corps/DLA Day conference, whereby they will be directed to the designed parking lot.

Briefers are reminded to provide an electronic copy (power point) of their briefing NLT 28 April. Copies may be emailed to [jackie\\_bailey@hq.dla.mil](mailto:jackie_bailey@hq.dla.mil) or [tony\\_king@hq.dla.mil](mailto:tony_king@hq.dla.mil).

Enclosure I is a list of hotels conveniently located near Ft. Belvoir. VOQ/BOQ arrangements can be made by calling commercial (703) 805-2333 or DSN 655-2333. Enclosure 2 is the conference agenda. Questions regarding the topics may be directed to the MC/DLA Day POCS. Uniform of the day is duty uniform or Service equivalent.

POCs for Marine Corps/DLA Day are Ms. Jackie Bailey, (703) 767-1508 (DSN 427-1508) and MSGT Tony King, USMC, (703) 767-1498 (DSN 427-1498).

*Christine L. Gallo*  
CHRISTINE L. GALLO  
Executive Director  
Readiness and Customer Support

Attachments

